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# State Court Administrative Office

## Judicial Information Systems

### Trial Court System

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The Judicial Information Systems (JIS) Trial Court System (TCS) was developed to fit the needs of Circuit, Probate and Juvenile Courts within the State of Michigan to assist with record keeping, case-flow management and administrative reporting. The system was designed by JIS staff from the District, Circuit and Probate teams. Features from the District, Circuit and Probate software were merged into one unique system.

TCS recognizes the individualization of each court and allows each county to set up their court in a manner that best suits their needs.

Another advantage of the TCS software is the consistency throughout the system of the various screens, codes (event types, dispositions, hearings, etc.) financials and reports.

#### **Interactive System Features**

##### **■ Name Lookup**

- The uniqueness of TCS is that a name is entered onto the system one time. Each name is given a unique name number and all cases for that name number can be viewed at the *Work with Cases for a Name* screen.
  - ▶ An example would be a person who had a divorce action filed in the Circuit Court, the father on a neglect/abuse case filed in the Family Division of the Circuit Court and the personal representative on an estate matter in Probate Court. By entering a "C" (for cases) next to his name the user can see all proceedings pertaining to this individual, as well as the case types, assigned jurists, party type, court and financial balances for each case.

##### **■ Navigation**

- Circuit, Probate and Juvenile courts navigate through TCS using the same next transaction codes. Transaction codes can be entered on any screen. If the transaction code is not known, a prompt option for a more detailed search is available.

- Prompt Keys & Windows
  - This feature provides direct access to code file information for inquiry, data entry and maintenance.
  - Because the system is used by Circuit, Probate and Juvenile Courts, the prompt keys and data entry codes are consistent throughout the application.
- Attorney Name Lookup
  - An attorney name or bar number, address and telephone number can be retrieved and maintained on the system.
- Calendar and Docketing
  - TCS provides a list of activities scheduled for any given date and time for a particular bar number, court room and/or court location. The calendar can be created for judges, referees, magistrates, and court clerks and can be any type of scheduled action, such as court hearing, administrative, review and/or personal events. A month, week and day at a glance calendar can be viewed and/or printed.
  - The calendar can be printed in two size formats and the user may tailor the calendar to fit their specific court or jurist needs.
  - The court may block out calendar days/hours for the entire court or individually by judge or other professional.
  - Additional features from the calendar menu include
    - ▶ Schedule and/or generate notices
    - ▶ Reassign a case or specific matters to another jurist.
    - ▶ Pop-up windows that contain information about charges and parties.
    - ▶ Ability to view the register of actions.
    - ▶ Global case and/or calendar reassignment for jurists.
- CHR Interface
  - This feature provides the courts with the ability to perform immediate criminal history reporting to the Michigan State Police.
- Abstract
  - Creating an electronic abstract on TCS saves the abstract to the file and updates the Secretary of State driving record. The process replaces printed abstracts and allows more flexibility in updating and correcting errors.
- Security
  - TCS gives courts the ability to grant and limit users' access to screens, reports, modules and functions based on their job duties.

#### ■ ADR

- ADR tracks the significant dates, fees and court scheduling obligations for cases in case evaluation. It also provides in chronological sequence, the ability to examine documents associated with the progress of case evaluation.

#### ■ CTN/District Court Interface

- Automatically populates the case initiation screen with bindover information from District Court regarding Circuit Court criminal cases.

#### ■ Prosecutor Interface

- (Currently under development) Provides for the interactive inquiry into the court system for the prosecutor's office that uses the PAAM System.

### **Circuit Overview**

#### ■ Civil/Domestic Proceedings

- Information pertaining to each party associated with a case can be entered and maintained on the system.
- Events that detail each filing received by the court is recorded on the system and stored in the Register of Actions.
- Events are tracked for non service and answers

#### ■ Criminal Proceedings

- Information pertaining to the defendant and charges can be entered and maintained on the system.
- Events that detail each filing received by the court is recorded on the system and stored in the Register of Actions.
- Events that detail each court proceeding are recorded and stored in the Register of Actions.
- Sentencing information is recorded in detail.

### **Juvenile/Family Overview**

#### ■ Delinquency and Neglect/Abuse Proceedings

- Information pertaining to each party associated with a case can be entered and maintained on the system
- All case information can be entered onto the system for each child, petition and/or party associated with a file.
- Parties can be associated/linked to other parties identified by a unique family number and party type.

- Events that detail each filing received by the court is recorded on the system and stored in the Register of Actions.
  - Placements can be entered and costs maintained for each child.
  - Events and hearings can be entered for multiple petitions by selecting each petition the event pertains to, while keying the information once.
- **Traffic/Ordinance Tickets**
- This module allows basic information regarding a traffic or ordinance violation to be entered.
  - Events that detail each filing received by the court is recorded on the system and stored in the Register of Actions.
  - Events and hearings can be entered for multiple tickets by selecting each ticket the event pertains to, while keying the information once.
- **Intake**
- Provides the court the ability to enter children into the system when no petition has been filed with the court.
  - Reports may be run to track certain problems and results of the conference with the minor.
- **Adoptions**
- Adoption names and those persons associated with an adoption case can be viewed by court personnel who have authority to adoption case types, thus providing the level of security necessary to preserve the non-public status of adoption proceedings.
  - Events that detail each filing received by the court is recorded on the system and stored in the Register of Actions, including hearings. Again, only court personnel with the appropriate system security can view adoption event.

## **Probate Overview**

- **Mental and Estates**
- Information pertaining to each party associated with a case can be entered and maintained on the system.
  - All case information can be entered onto the system for each party associated with a case.
  - Events that detail each filing received by the court for each party is recorded on the system and stored in the Register of Actions.
- **Probate Civil**
- Civil cases that are filed within the Probate court can be entered on the system.
  - Information pertaining to each party associated with a case can be entered and maintained on the system.

- All case information can be entered onto the system for each party associated with a case.
- Events that detail each filing received by the court for each party is recorded on the system and stored in the Register of Actions.

## **Financial**

- TCS provides courts with a complete accounting system that includes accounts receivable, accounts payable, budgeting and other mandated and non-mandated reporting functions.
  - Cash receipts, with or without a case, may be generated.
  - Joint and several restitution.
  - Vouchers for payment of attorney fees, restitution, facilities and any other miscellaneous vendors may be generated.
  - Trust and escrow receipting and vouchering.
  - Billing for financial orders.

## **Forms**

- Forms are generated in AFP (Advanced Function Printing). Some forms are also available in Lotus Notes.

- **Circuit Forms**

CC	NOT	Circuit Notice to Appear & Proof of Service
CC	219B	Judgment of Sentence-Commitment Corrections Department
CC	236	Order Committing Juvenile FIA
CC	264A	Notice of Right to Timely Appear & Request for Appointment of Attorney
CC	265B	Advice Concerning Right to Appeal after Plea of Guilty/Nolo Contendere
CC	327	Order
CC	382A	Order after Hearing on Show Cause for Violating Valid PPO
CC	384	Order after Hearing on Violation of Valid Personal/Foreign Protection Order

- **Miscellaneous/General Forms**

MC	09A	Dismissal Non Service/No Progress
MC	218	Order Revoking Release and Forfeiting Bond
MC	219	Judgment of Sentence Commitment to Jail
MC	220	Recall of Warrant/Order to Apprehend
MC	229	Motion, Affidavit, And Bench Warrant
MC	230	Motion and Order to Show Cause

MC	234	Order for Counseling and Testing for Disease/Infection
MC	241	Bond
MC	242	Assignment to Youthful Trainee Status
MC	258	Report of Nonpayment of Restitution
MC	26	Notice of Intent to Dismiss for No Progress
MC	262	Order of Acquittal/Dismissal or Remand
MC	263	Motion/Order of Nolle Prosequi
MC	267	Order for Vehicle Immobilization
MC	28	Notice to Prior Court of Proceedings Affecting Minor(s)
MC	283	Order for DNA Case
MC	309	Order for Adjournment
PTY		Party Notification

● Juvenile Forms

JC	03	Order Appointing Attorney/Guardian
JC	05	Order to Take /Place into Temporary Custody
JC	06	Waiver or Request for Appointment of Attorney
JC	10	Order after Preliminary Hearing/Inquiry (Delinquency Proceedings)
JC	11	Order after Preliminary Hearing/Inquiry (Child not Removed)
JC	11A	Order after Preliminary Hearing/Child Removed From Home
JC	12B	Proof of Service /Non-Service
JC	13	Record of Trial/Plea
JC	14	Order of Disposition (Delinquency Proceedings)
JC	17	Order of Disposition/Child in Home (Child Protective Proceedings)
JC	20	Summons Order to Appear (Delinquency)
JC	21	Summons Order to Appear (Child Protective)
JC	22	Blank Form
JC	23	Waiver of Notice of Summons/Hearing
JC	25	Order of Disposition Commitment or Referral to FIA (Delinquency Proceedings)
JC	36	Request and Order Terminating Court Jurisdiction
JC	38	Order for Reimbursement
JC	45	Notice of Hearing
JC	57	Supplemental Order of Disposition Following Review Hearing (Delinquency Proceedings)
JC	59	Order of Adjudication (Delinquency Proceedings)
JC	67	Notice of Hearing - Designated Case

● Probate Forms

PC 562	Probate Notice of Hearing
PC 563	Publication of Notice of Hearing
PC 564	Probate Proof of Service
PC 568	Register's Statement
PC 571	Acceptance of Appointment
PC 572	Letters of Authority for Personal Representative
PC 599	Memorandum of Administrative Closing
PC 600	Notice of Deficiency
PC 626	Notice of Alleged Incapacitated Individual on Petition to Appoint Guardian
PC 628	Order Appointing Attorney
PC 631	Order Regarding Appointment of Guardian for Incapacitated Individual
PC 632	Order Appointing Temporary Guardian of Incapacitated Individual
PC 633	Letters of Guardianship
PC 640	Order Regarding Appointment of Conservator
PC 642	Order Appointing Guardian Ad Litem/Attorney/ Lawyer-Guardian Ad Litem
PC 645	Letters of Conservatorship
PC 653	Order Appointing Guardian/Partial Guardian of a Minor
PC 660	Order Appointing Guardian for Individual With Developmental Disability
PC 662	Letters of Guardianship of Individual with Developmental Disability
PCM 212	Notice of Hearing on Petition for Hospitalization or Judicial Admission
PCM 214	Initial Order Following Hearing on Petition for Admission

● Adoption Forms

PCA 303	Notice of Hearing Termination of Parental Rights
PCA 314	Notice of Intent to Release or Consent
PCA 318	Order Terminating Parental Rights After Release or Consent
PCA 321	Order of Adoption
PCA 322	Order Committing to Agency/Family Independence Agency
PCA 323	Advice of Rights after Order to Terminate Parental Rights
PCA 334	Clerk's Report to Prosecuting Attorney
PCA 336	Order to Determine Custody of Child Temporarily Placed for Adoption

## **Reports**

- There are various reports that are available on TCS. The user selects the reporting criteria (e.g. date range, jurist, case type). Reports are a valuable tool for case-flow management, to gather useful data for other agencies and to assist in locating and correcting data entry errors.

- **General Reports (Circuit, Juvenile and/or Probate)**

- ▶ Audit Delete Report
  - Lists all cases that have been deleted or had a case type or case number change created during the reporting.
- ▶ Audit Transaction Report
  - Provides a list of all cases that have had activity (additions, deletions or modifications) for a specific date range
- ▶ Calendar Report Generator
  - Allows the user to design their calendar to suit the needs of the court. Calendar may be run by jurist, courtroom, or court and include charges, parties and comments/notes.
- ▶ Crime Victim Rights Report
  - Provides courts with the Crime Victim Rights Assessment Report required by the Crime Victim Services Commission/Department of Community Health.
- ▶ Drug Offense Report
  - Audit list to report all drug charges to be reported on Summary of Drunk Driving and Drug Cases (SCAO 24)

- **Case Management Reports (Circuit Juvenile and/or Probate)**

- ▶ Case Age Report
  - Lists all cases in chronological order by county, judge, case filed date and case type that are pending over two years.
- ▶ Caseload Report
  - Complies with the SCAO caseload report specifications detailing new filings, closed cases, dispositions, etc. Also allows the court to file the report electronically.
- ▶ Case List
  - Alphabetical or numeric list of cases that are opened, closed or both during the reporting period.
- ▶ Lack of Progress Report
  - Lists civil cases with no action for a period of at least 91 days.
- ▶ Case Review Report
  - Based on the selected criteria produces reports for Criminal - No Next Action, Review Requested, Civil – No Action, Default on Party Due, Non-Service, Under Advisement, Deferred Status, and Incarcerated – Pending Sentence.



- ▶ Pending Civil/Criminal/Juvenile Cases
  - ◆ A numeric list by case (petition) number for cases that have not been closed as of the date range selected for the report.
- ▶ Speedy Trial Worksheet
  - ◆ Numeric list of criminal cases where A.) the defendant has been incarcerated for more than six months and B.) there has been a delay of 28 days or more between preliminary examination or waiver and arraignment on the information/indictment and trial.
- ▶ Statement of Matters Undecided
  - ◆ Lists cases that have been under advisement for a period greater than four months (SCAO 27)
- ▶ Trial Activity Report
  - ◆ Provides a listing of all cases in which trial activity was disposed within the quarter and provides the court with the total number of half days for the respective trials.
- Juvenile Reports
  - ▶ Juvenile Master Case List
    - ◆ Alphabetical detailed record of files (opened, closed, or both) within the court. May be run by specific caseworker or case type. A summary of total cases by gender, race, legal status, placement and jurist is also printed.
  - ▶ Juvenile List by Case
    - ◆ Numeric listing by file number of all petitions filed during the report window. The report also provides a summary of the number of youth having a petition filed, number of youth having a petition authorized, number of youth made a ward of the court, number of youth with petitions that have been disposed and the number of state ward commitments, as well as a total of juvenile files, petitions and charges.
  - ▶ Juvenile List by Charge
    - ◆ Provides a listing of all offenses filed with the court within the report window, including the minor, file number, case number, count, and disposition.
  - ▶ Offense Summary by Offense Location
    - ◆ Provides the court with a variety of specific crime groups and lists them by location of the offense.
  - ▶ Offense Summary by Agency
    - ◆ Provides the court with a variety of specific crime groups and lists them by the agency filing the petition.
  - ▶ Over Age Master Case List
    - ◆ Compiles a list of all open files where the minor has attained the age of 17 years or older.
  - ▶ Act 150
    - ◆ List of all minors who have been adjudicated as PA 150 wards who have reached the age of 19 years or older.

## ● Probate Reports

### ▶ Probate Case Review

- List of each case that has an inventory, inventory fee calculation, inventory fee payment account, report, notice of continued administration, administrative closing, DDP 5 year expiration or suspensions due.

### ▶ Probate Closing Worksheet

- Reports cases that may be ready for closing because all fiduciaries have been discharged, a closing statement, was filed, a final account or notice of intent to close.

### ▶ Probate Delinquent Fiduciary List

- A detailed list of fiduciaries who have failed to file an inventory, inventory fee calculation, inventory fee payment, notice of continued administration, account, report or a closing statement as required by Michigan Court Rule, as well as partial DDP guardianships that are about to expire.

### ▶ Minors of Age Report

- Lists all cases for the month and year selected when a minor in a conservatorship or guardianship turns 18 years of age.

### ▶ Probate Pre-Notices

- A reminder to fiduciaries of filing requirements that will be due.

### ▶ Probate Notice and Mailers

- A notice to fiduciaries that they are delinquent in their filing requirements.

### ▶ Probate Guardian Review

- Lists guardianships due for either a one year review or three year review and guardianships that are past due for either a one year review or three year review.
- Minor guardianships of children under the age of six that are to be reviewed annually on the anniversary of the appointment of the guardian.

## ● Adoptions

### ▶ Notice to Prosecutor

- Lists cases where 35 days have elapsed since the filing of a temporary placement and a Petition for Adoption has not been filed.

### ▶ Investigations Due

- Lists cases where an investigation was ordered, but the investigation has been completed within 60 days.

### ▶ Formal Placements Not Confirmed

- Lists cases where children have been formally placed and more than 5 months have elapsed and the adoption has not been confirmed.

- ▶ Public Information Form Due
  - ◆ Lists cases where the adoption has been confirmed and more than 15 days have elapsed without the filing of the Public Information form.
- Financial Reports
  - ▶ A/R Billing
    - ◆ Processes financial statements for persons who have been ordered to reimburse the court.
  - ▶ ADCF and State Ward Report
    - ◆ Report sent to FIA regarding the collection of money by the Courts for ADC-F and State Wards
  - ▶ Balances Report
    - ◆ Lists each party that has a financial order with a balance due. The report prints alphabetically by name with a grand total for each financial code.
  - ▶ Bond Report
    - ◆ Lists names of persons with bond actions and any associated information.
  - ▶ Court Orders Payable
    - ◆ Lists all civil cases that have an outstanding balance.
  - ▶ Delinquent Letters
    - ◆ Letters sent to individuals who have failed to make payments. May be run with A/R Billing, as a separate report selection or individually.
  - ▶ Entry Fees Not Paid
    - ◆ Lists all cases for the selected date range when filing fees have been waived, fees were not paid when the case was initiated, and cases not subject to fees or fees were paid when the case was initiated.
  - ▶ Financial Cash Receipts Audit/Summary
    - ◆ Lists all receipts that have not been submitted to the treasurer for deposit; aids in balancing prior to depositing funds.
  - ▶ Financial Cash Codes/Price Details Report
    - ◆ Lists all cash codes and the account number and percentages associated with that cash code.
  - ▶ Financial History of Transactions
    - ◆ Lists receipts for all cash codes or for a specific cash code within the selected date range.
  - ▶ FIA/207 Monthly Report
    - ◆ Monthly Report of out-of-home placements required by the Family Independence Agency for reimbursement. Includes Basic and Grant and In-Home Care reports.
  - ▶ Financial Income Status by Cash Code
    - ◆ Lists each cash code's or a specific cash code's fund activity within the selected date range.

- ▶ Financial Order Audit Report
  - ◆ Monitors financial orders as they are added, modified or deleted from the system. An audit record is created each time a financial order is processed.
- ▶ Financial Summary of Transmitted Funds
  - ◆ Lists account numbers, total fund amounts and the total of all funds for the selected date range that have been transmitted for deposit.
- ▶ Final Transmittal Close
  - ◆ Lists account numbers with their totals, fund totals and totals for all funds received.
- ▶ Financial Transmittal Worksheet
  - ◆ Lists account numbers with their totals, fund totals and totals for all funds received. Generated prior to submitting the Final Transmittal to the treasurer.
- ▶ Juvenile Cost by Case
  - ◆ Lists the costs associated with each minor on the system. Report may be run for open and/or closed files and for a specific minor.
- ▶ Juvenile Financial Order List
  - ◆ Lists all orders and the associated details that have been entered with a balance greater than zero.
- ▶ Placement Cost by Vendor
  - ◆ Lists the total costs and payments made to each vendor.
- ▶ Restitution Report
  - ◆ Lists parties that have a restitution financial order. The report prints alphabetically by the last name and includes receipts, adjustments and vouchers that have been issued. It is a useful worksheet for creating vouchers and distributing restitution to victims.
- ▶ Show Cause Report
  - ◆ Lists persons with a balance greater than zero who has not made a payment for a specified number of days.
- ▶ Summary of Audited Accounts
  - ◆ Lists cases with a balance greater than zero that are more than two years old, but less than seven years old and cases that are greater than seven years old. (SCAO 21)
- ▶ Voucher List for Name Number/Cash Code
  - ◆ Lists vendors who were paid for a specific cash code.
- ▶ Voucher Report
  - ◆ Lists all activity relating to vouchers, including voids and adjustments.